

FILE: O&M 1-5-1  
O&M 7-1  
O&M 4  
SEC 3

11 July 1956

FIELD TRAINING STAFF NOTICE NO. 36-56

SUBJECT: Destruction of Files in Emergency Circumstances

1. This Notice is based upon the possibility that a national emergency consisting of invasion of this area could occur.

2. For purposes of maximum protection of personnel who have been trained at this installation, and staff personnel who have been and are presently assigned to the Field Training Staff, a systematic destruction of personnel records (Priority No. I) must be accomplished prior to arrival of enemy.

3. A second priority is the destruction of Course materials and related matter which reveal the policy, doctrine, and methods of operation of the Agency and especially the Clandestine Services.

4. No method exists which permits the rapid destruction of safe files. Consequently, we shall have to shred and place in burn bags, boxes or other suitable containers all classified material and transport to the [REDACTED] incinerator, by all means of transportation available; there this material will be burned. Burn bags will be available in the Library.

5. The determination that destruction of files is necessary will be made by the AF/OS. Insofar as possible, the following sequence for destruction will be followed:

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PRIORITY I

A. Personnel Files (includes alias and true name files)

1. Agents
2. "Black" Tutorials
3. Tutorials
4. Students
5. Staff

PRIORITY II

A. Policy Files

1. Top Secret Files (in Library Vault)
2. Agency Regulations
3. Training and Base Regulations
4. Memoranda and Policy Material (in office of AF/OS)
5. Training Material Reflecting Agency and Training Policy

B. Methods of Operation Files

1. Training Material Reflecting Agency Methods of Operation
2. All Other Classified Materials

6. It is not expected that this Notice will ever require execution of its provisions.

  
Assistant Chief for Field Training

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